

TRANSPORTATION SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
4662(2457)	Transportation Assistant Manager	03	013	6 mo.	04/19/01
3621(2457)	Transportation Manager	03	013	6 mo.	04/19/01

Promotional Line: 46

Series Narrative

Employees in positions allocated to this series perform supervisory and/or managerial duties associated with motor-vehicle transportation services on a campus. These services might include such operations as an automotive fleet, bus transportation, shuttle service, charter service, truck hauling service, and related vehicle storage and repair facilities. The employees are engaged in such activities as:

- supervising the assignment, reservation, scheduling, or dispatch of vehicles
- oversight or assists with the oversight of the use, maintenance, safety, and security of vehicles
- supervising or assisting with the supervision of the preparation of vehicle operating and maintenance records and the compilation of data, billing, or reports from the records
- relations with vehicle users, outside providers of services, or state agencies
- supervision and training of assigned personnel employed in the motor vehicle services and/or
- formulation and implementation of policies, procedures, budgets, and long-range plans for the motor vehicle services.

DESCRIPTION OF LEVELS OF WORK

Level I: Transportation Assistant Manager **4662 (2457)**

Employees in positions at this level assist with the monitoring and supervision of the day-to-day operation of motor vehicle services on a campus. They work under general supervision from a designated supervisor.

A Transportation Supervisor typically –

1. determines or assists with the determination of personnel needs, supervises and trains automotive operators and other assigned personnel.
2. establishes schedules and routes for special services (such as transit/ transfer and other charter services) and disseminates information to the public.
3. prepares and maintains operating records and reports (such as revenues derived, cost of operation, and accident reports) that may be used in recommendations for change in policies and procedures.

4. establishes or assists with the establishment of the maintenance and inspection schedules of an automotive fleet, monitors adherence, and coordinates the resolution of conflicts (such as emergency repairs).
5. enforces employee and user compliance with safety rules, regulations, and measures to protect the safety of employees and customers.
6. provides cost estimates for use of vehicles to clients and recommends most advantageous and convenient mode of transportation.
7. may operate vehicles as the need arises.
8. performs other related duties as assigned.

Level II: Transportation Manager**3621(2457)**

Employees in positions at this level direct and coordinate the overall operation of the transportation services. They work under administrative supervision of a designated supervisor.

A Transportation Manager typically –

1. develops, initiates, and implements procedures to provide efficient and economical vehicle service to the campus.
2. plans, organizes, and supervises the work of personnel engaged in operating, maintaining, repairing, reserving, and dispatching automotive vehicles and related facilities.
3. prepares departmental budgets, directs the recording of expenses, and analyzes purchase and repair costs to control expenditures.
4. collects automotive vehicle data and compiles reports needed for long-range planning of the transportation program.
5. consults with vendors and campus officials concerning the purchase of automotive vehicles, materials, supplies, tools, and machinery.
6. enforces safety and security regulations pertaining to vehicles, equipment, records, cash, and documents of a transportation service.
7. procures certificates of title required by the state and arranges for registration, state inspections, and insurance coverage.
8. may operate vehicles as the need arises.
9. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS**Level I: Transportation Assistant Manager****4662 (2457)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Three years of work experience involving the dispatch of vehicles, maintenance of a fleet of vehicles, scheduling of charter trips, or other activities directly related to the operation of an automotive fleet, one year of which included supervisory duties
2. Valid State of Illinois driver's license at the time of appointment, the class of the license depending on the type of vehicle(s) to be operated

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Ability to organize work activities and operations
2. Skill in supervising and training persons
3. Ability to analyze data and prepare reports
4. Good verbal and written communication skills
5. Mathematical ability adequate to prepare elementary statistical reports
6. Ability to deal effectively with faculty, staff, students, and the public

Level II: Transportation Manager**3621(2457)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Three years of work experience involving the supervision of the operations of an automotive repair garage or vehicle rental service or the supervision of the scheduling, maintenance, repair, and/or operation of an automotive fleet
2. Valid State of Illinois driver's license at time of appointment, the class of the license depending on the type of vehicle(s) to be operated

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Ability to plan and manage transportation services
2. Ability to direct the work of others
3. Ability to develop budgets and other management reports

4. Very good verbal and written communication skills
5. Ability to deal effectively with faculty, staff, students, and the public

Transportation Assistant Manager.....REVISED; Change-in-Title from Transportation Supervisor Transportation Manager..... EDITED
